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Report for Week Ending 20 November 1957
from
Forms Management Branch

1. Contributions

a. Tangible

(1) Completed 16 actions requiring the printing of 997,300 copies or sets of blank forms. This represents an ~~decrease~~ of 3 actions with an increase of 913,700 copies compared to last week.

(2) Two new and 7 revised forms were approved.

(3) Four improved Dispatch Forms were developed in collaboration with DD/P and Communications for world-wide use. They (Forms 53, 53a, 53b and 53c) replace seven forms now in use (53 Test, 53a Test, 53b Test, 53c Test, 51-28, 51-28a and 51-29). Advantages of the improved forms over those formerly used are:

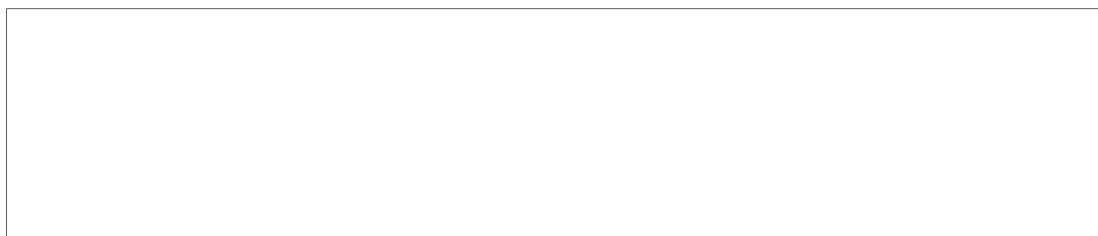
(a) Better safe space utilization (size increased from letter to legal size).

(b) Fewer multiple page dispatches (New forms contain about 45% more usable space).

(c) Carbon interleaved construction (reduces handling time).

(d) Basic sets reduced from 8 to 6 parts (Prevents creation of many unneeded records. Letterex can be added where need for more copies is legitimate or the ditto master sets can be used for book dispatches or other cases when more than 10 copies are a must).

(e) Construction features simplified over Test forms.



b. Intangible

(1) Proofs of Form 240, "Courier Receipt and Log Record" have been approved and returned for printing. Shipment of finished product should be received within 30 days.

(2) Form 12c, "Classified Message" received in the Warehouse last week were tested and rejected on the ground of failing to meet specification requirements. Logistics Office has been notified by memorandum of our findings and have been instructed to have the supplier replace the entire order on a priority basis at no cost to the Agency.

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(3) Amended specifications have been prepared on Form 670, "File Index Card" due to an error found in the original specifications. This job will have to be rebid.

25X1 (4) [] from the Supply Division, Office of Logistics, has completed his survey of information from our records as to the estimated quantity of forms to be ordered for the Fiscal Year 1958-1959.

(5) The Area Record Officers have been contacted in regard to the salvaging of Form 791, of which there are 188,500 sets in the Warehouse, also 5100 sets of a 6-part set that are not going to be used/

2. Assignments - Active

(1) Eighteen new and 5 revised forms are pending.

(2) Two Employee Suggestions are being evaluated.

3. News

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- a. Discussed with officials of RC/RQM, EE and CI Staff. DD/P feasibility of the [] using our basic information report format.
- b. A preliminary study of Field Information Report requirements set by Headquarters reveals great inconsistencies in the number of copies needed by Headquarters desks which range from 1 -4 or 5. Field needs are also spotty, though not quite so bad. Further study will be made and possibly the CS Records Committee will be invited to look into this on a DD/P-wide basis.
- c. At a special meeting of AHIP assisted the Chairman of AHIP in briefing General Truscott on the mission and accomplishments of the Working Group to develop a Common Information Report Format.

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from
RECORDS DISPOSITION BRANCH

1. Assignments - Activea. Project 6-95 - Office of Personnel 25X1

No change from previous report.

b. Project 8-18 - Office of Operations/Contact - 25X1

A portion of the schedule covering the bulk of OO/C records has been typed and forwarded to the ARO for coordination. This portion covers 1115 cu. ft. of records grouped into 56 separate items.

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c. Project 8-20 - ORR

Installation of the Subject Numeric System was completed in the files of the Chief, Analysis Division. A meeting with Branch secretaries and their alternates is scheduled today for the purpose of training them in the file system. The system will be installed in the Branches during the next week.

Also installed the system in the Ferrous Metals, Non-Ferrous Metals and Electric Power Branches of Materials Division. The present merger of the Electric Power, Petroleum and Solid Fuel Branches into the newly formed Fuels and Power Branch has resulted in the destruction of over five cubic feet of material. Additional destruction is anticipated when the survey is made in the Petroleum Branch.

d. Project 8-24 - Map Library Division/ORR 25X1

Based upon information furnished by the Air Target Section, suggestions were made informally to the ARO, ORR for consideration that would gain over 400 cu. ft. of file space in the same floor space now occupied. Since weight limitations of the floor is a definite consideration, is taking over the project to study and make recommendations concerning the use of shelf files. A floor plan is being developed to determine whether or not this type of filing equipment is necessary.

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e. OP-Wide Files Installation 25X1

Continued follow-up on files installations previously made.

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f. Office of Communications (1) Personnel Files

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Was informed by Section Chief, that Open Shelf Filing was not wanted by the Administrative Office and a requisition had been placed for the purchase of 5 drawer cabinets.

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(2) Engineering Division

Review of appropriate filing equipment is continuing.

2. Assignments: Inactive

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a. Project 6-40 - OCR

b. Project 6-90 - Commercial Staff

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3. Vital Materials:

a. Two trips were made to the repository. One made to accomodate DDP personnel and the other to transport a group from ORR Maps Procurement.

4. News:

a. Received the Office of Communications Records Control Schedules for Headquarters and Field. The schedules list 55 items but does not appear to represent complete coverage of the records of the office. ✓

b. The branch is in receipt of a copy of a memorandum from GAO to the Comptroller approving a request for retention periods of four items of site audit records. These items are a continuation of the original list of items submitted to GAO for approval in 1953.

c. Approved requisitions for 4 pieces of filing equipment. Three were of the safe type and were replacements for the Office of OO.

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Weekly Activity Report for Week Ending 20 November 1957

I. Personnel-Type Vital Materials Study:

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- a. Met with ARO/OTR and [] Assistant to Chief of JOT Program, to discuss the advisability of including some JOT data in the Vital Materials Deposit schedule. [] agreed with my opinion that any significant data concerning lessons learned in conducting the program as well as internal policy information should be recorded for the guidance of successors. Relative to personnel-type records kept by the JOT office, the OTR representatives stated these could be excluded from the vital category if the Office of Personnel could furnish a current listing of JOT's as well as their assignments. Office of Personnel can provide a listing of JOT's currently engaged in the program but cannot furnish data as to their interim attachments; only the JOT office keeps such data. 25X1
- b. Conferred with RMO/Office of Personnel relative to the status of the revised proposed deposit schedule I submitted to him for ~~changing~~ *checking*. The appropriate divisions of the Personnel Office are reviewing the listing for a final time; RMO/OP expects to receive all of the division comments by the end of this week. Although the Office of Personnel schedule has required considerable consultation both within their division's and the components they service, the end result has been that some records have been eliminated and others deposited less frequently. The final outcome will be that the volume of material received in the Repository from the Personnel Office will be reduced.

II. Training:

- a. Attending "Writing Workshop Course".
- b. Attended IRAC Meeting, 15 November 1957.
- c. Attended Society for Public Administration Luncheon meeting on 20 November 1957.

III. News:

Was advised informally, and off-the-record, by a Senior official of a large Agency component regarding a problem he has been experiencing in obtaining a transfer of records. The information was relayed to me as a point of possible interest since he and I were, several years ago, actively concerned with the creation of the records and the supervision of personnel to maintain their value. He knows the established channels for the handling of his request but may ask this Staff for informal ideas if he continues to meet with difficulty.



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1. Contributions

- a. Developed article on shelf filing for the November-December issue of the Support Bulletin.
- b. Reviewed the Office of Logistics Excess Material List #1-58, and prepared memo recommending an extension of the disposal date to permit utilization of steel filing equipment valued at over \$15,000.

2. Projects Active

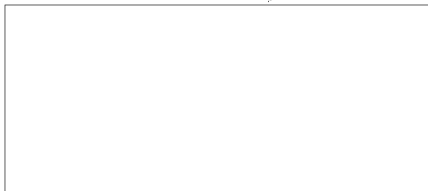
- a. Project 8-42, Film Library Card Index, OCR/GR - Completed fact finding and evaluation of equipment best suited for the index. Met with [redacted] and [redacted] of GR and presented recommendations for using Rol-Dex/Trans-Dex and Simpla-Wheel equipment. Recommendations were accepted tentatively pending their examination of the equipment.

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3. News

Attended the fifth meeting of the U. S. Government Correspondence Manual Working Committee. General agreement was reached on standards for letters.

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